

**MINUTES
REGULAR SESSION
THE DESIGN REVIEW BOARD
TOWN OF CAMP VERDE COUNCIL CHAMBERS
TUESDAY JULY 10, 2007
3:00 PM**

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Board motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. **Call to Order**
The meeting was called to order at 3:00 p.m.
2. **Roll Call**
Chairperson James Binick, Vice Chairperson Dugan McDonald, Members Shirley Brinkman, Michael Hough, Paul Holguin and Jim Bullard were present; Member Steve Darby arrived at 3:02 p.m.

Also Present: Community Development Director Nancy Buckel, Housing Director Matt Morris and Recording Secretary Margaret Harper.
3. **Pledge of Allegiance**
The Pledge was led by Binick.
4. **Consent Agenda** - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.
 - a. **Approval of Minutes:**
June 12, 2007 - Regular Session
 - b. **Set Next Meeting, Date and Time:**
August 14, 2007
 - c. **Approval of the Quarterly Design Review Report April – June.**
On a motion by Hough, seconded by McDonald, the Consent Agenda was unanimously approved as presented.
5. **Call to the Public for Items not on the Agenda**
There was no public input.
6. **Presentation, and Discussion of a Conceptual plan for DRB 2007-08: The Village Corner, the former "Bell Gas" property, by Jack Sheehan of Wesley Properties, LLC agent for the Bank of the West, owner of 404-28-015W and located at 475 Finnie Flat Road. This project consists of two restaurants and a new 6300 sq. ft. two story office building.**
There was no action taken.

STAFF PRESENTATION

Community Development Director Buckel explained that basically the Board has before it a review that staff conducted on the material submitted for the proposed project, and detailed the list of items noted, included in each agenda packet.

Mark Murray, agent for Jack Sheehan, said that he had done the preliminary design work on the project, and agreed there was definitely a possibility of

providing additional parking on the triangular shaped parcel across the access road from the Post Office, adding that the colors have not yet been finalized, and the sign graphics at this time depend on the future occupancy.

The Board members discussed with Mr. Murray the proposed project, the use of the existing buildings, the plan to accommodate drive-thru traffic for the one restaurant, the removal of the storage tanks, windows, the possibility of using a canopy as a balcony, and maintaining access through the Post Office property. Mr. Murray said he appreciated the points and suggestions discussed, and said they will try to incorporate those in the documents to be presented for the final design review.

7. Presentation, Discussion and Possible Approval of DRB 2007-06: An application submitted by Scott Edwards of RDB Management & Construction for Verde Crossing LLC, owners for the development of Finnie Flat Retail Center on parcel 404-28-001A located on the corner of Finnie Flat Road and Wid Fuller Drive adjacent to Basha's. This possible approval is for Building "C".

On a motion by Hough, seconded by Brinkman, the Board unanimously approved DRB 2007-06, approving Building 'C', and accepting the items listed in the letter of June 29th from Scott Edwards, including the monument sign with the lighting and color of lighting to be determined with staff, to include the trash receptacles, the exterior lighting, the mailboxes to the discretion of the U.S. Post Office, the steel post & beam and metal fascia, the dust control, the glazing and glazing frames, and the Wid Fuller improvements which are the sidewalks along the roadway.

STAFF PRESENTATION

Buckel said that the applicant has come back with an amendment dealing with Building 'C' only to address the concerns expressed by the Commission at the last meeting. The building design facing Basha's now is similar to the west side of the building, and the monument sign is shown on Wid Fuller Drive. Basha's owner is resistant to allowing access through the parking lot, as had been suggested. Buckel described the trash receptacles that will be concealed behind enclosures; the exterior lighting and fixtures will comply with the Town of Camp Verde Lighting Ordinance. Buckel also outlined the plans regarding mail boxes, walkways, fascia, dust control, landscaping on the unfinished pads, and glazing for the project. Buckel has contacted the developer of the Homestead project, and between the two projects, work on both sides of Wid Fuller access will progress at approximately the same time.

Scott Edwards, the project manager for the retail center, to be called "Verde Crossings Retail Center," displayed color renderings showing the revisions that have been made. The Board expressed appreciation for the amended design. Mr. Edwards clarified and discussed with the Board in detail the points outlined in his letter of June 29, 2007 in response to the stipulations made at the Design Review Board meeting of June 12, 2007. Mr. Edwards confirmed that he had contacted Basha's legal department regarding parking lot access, but they are not interested at this time. The Board made several suggestions on the location of the mailboxes; it was generally agreed that the final decision will likely be made by the Post Office. In addition to approving the amendments to Building 'C', the Board opted to also include acceptance of the items listed in the letter of June 29, 2007 from Scott Edwards.

8. **Discussion on how to encourage commercial improvement that does not require building permits to participate in the Design Review Process.**

There was no action taken.

Buckel explained that the subject planned discussion stems from some issues that were previously addressed. Buckel said that because design review is a new process, she would not necessarily want to be reactive, for example, by advising a commercial building owner that repainting the structure should have been approved by the Design Review Board and requesting that owner to come in and submit an application for the repainting. Buckel suggested several alternate approaches, including publishing notices in the paper alerting owners of commercial buildings of various changes that might require design review, as well as considering a reduction in fees. The members mainly discussed the problem of trying to enforce or dictate the colors that buildings are painted; Morris pointed out that the Design Review Ordinance contains criteria that might be used; however, it was suggested that in trying to apply that criteria, many colors are subject to interpretation by the viewer, as well as how they appear in context with other colors. There was also some reluctance expressed regarding attempting to regulate how owners are allowed to paint their buildings, as well as comment that some citizens are concerned about how far the Design Review Board will go to carry out this new concept. Buckel and Morris discussed with the Board several hypothetical situations that could possibly arise; there was also further discussion on the original purpose of the Design Review Board.

9. **Commission Informational Reports:**

Member Darby reported that he is involved getting businesses to sign on to advertising in connection with the school's sports program as a fund-raising project.

Chairperson Binick said he had been approached to speak at a Library meeting; he declined because of a potential future conflict of interest as a member of Design Review Board.

Member Bullard reminded the Board that this is his last meeting; there will be a new liaison member from Planning & Zoning next month.


There was a brief discussion on the process for the Board forming subcommittees if a possible need for such is determined.

10. **Staff Report**

Buckel said her department is very busy; and she foresees design review becoming a more and more important step in development as the Town grows; she confirmed that the public is informed of the requirement for design review as well as the process at the time of their building permit applications.

11. **Adjournment**

On a motion by Hough, seconded by Brinkman, the meeting was adjourned at 4:38 p.m.

(for) 
James Binick, Chairperson


Nancy Buckel, Community Development Director

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Design Review Board of the Town of Camp Verde during the Regular Session of the Design Review Board, Camp Verde, Arizona, held on the 10th day of July 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 14th day of Sept., 2007.

Margaret Harper
Margaret Harper, Recording Secretary